FRS 3.0 User Guide

Multiple HA User Guide

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Table Of Contents

Table Of Figures

1. INTRODUCTION

The Family Reporting Software (FRS) 2.0 Multiple HA User Guide helps users who transmit for more than one HA understand how to use the Multiple HA function within FRS 3.0. The Multiple HA function allows FRS 3.0 to capture information for more than one HA from the Form HUD-50058 and format the information for submission to the Form-50058 sub-module of the Public and Indian Housing Information Center (PIC). The Form-50058 sub-module of PIC was previously known as the Multifamily Tenant Characteristics System (MTCS). Hereafter in this user guide, references to MTCS refer to PIC's Form-50058 sub-module.

For general information about how to use FRS 3.0, please see the FRS 3.0 User Guide. The FRS 3.0 User Guide is available from the Documentation page of the MTCS Website at www.hud.gov/pih/systems/mtcs/document.html. Please direct additional questions to the MTCS Hotline at 1-800-FON-MTCS or post questions to the Family Reporting Software (FRS) Forum at www.hud.gov/pih/pihboard/frs20/pihboard.html.

2. INSTALLATION OF FRS 3.0 UPGRADE

Follow these steps to install the FRS 3.0 upgrade:

1) Download the file **frs_upgr.exe** from the Software page of the MTCS Website (www.hud.gov/pih/systems/mtcs/software.html) into the FRS 3.0 directory/folder where you installed FRS 3.0 (the default installation directory/folder is C:\HUDFRS30\).

2) Run the **frs_upgr.exe** upgrade file. Three warning messages will appear:

   - "Warning! **CONVERT.mdb** already exists. Overwrite (y/n)" Select 'y.'
   - "Warning! **EXAM1.hlp** already exists. Overwrite (y/n)" Select 'y.'
   - "Warning! **FRS20.mdb** already exists. Overwrite (y/n)" Select 'y' to complete the upgrade.

3) Restart FRS 3.0. For information on how to start and log-in to FRS 3.0, see the FRS 3.0 User Guide.

3. HOW TO USE THE MULTIPLE HA FUNCTION

You are now ready to use the Multiple HA function of FRS 3.0. This function allows you to create more than one HA database so that you can enter and transmit data for more than one HA to MTCS.

Use the steps in the order designated.

3.1 TERMINOLOGY

Understand the meanings of these terms as you use the FRS 3.0 Multiple HA function.

Current working HA database: The user is currently working with this HA database to enter or maintain household data for this HA.

Alternative HA database: Another available HA database, other than the current working HA database, that contains household information.

3.2 OVERVIEW OF HOW TO USE THE MULTIPLE HA FUNCTION

Figure 1: Access Multiple HA Function

Follow these steps to understand how to use the Multiple HA function:

1) Select the **Tools** dropdown menu from the FRS 3.0 Main Menu.

2) Select **Administer Multiple HAs**.

- Select **Maintain Multiple HA Databases** to add, rename, or delete an HA database.

- Select **Change Working HA Database** to enter and transmit data for another HA.

   NOTE: You must add at least one HA database through **Maintain Multiple HA Databases** before you can change your current working HA database.

3.3 ADD HA DATABASE

Follow these steps to add a HA database:

1) Select the **Tools** dropdown menu from the FRS 3.0 Main Menu.

2) Select **Administer Multiple HAs**.

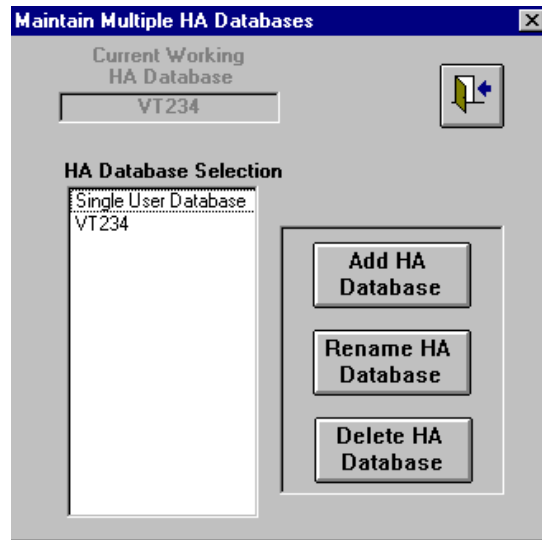3) Select **Maintain Multiple HA Databases**. The **Maintain Multiple HA Databases** Window appears.

Figure 2: Maintain Multiple HA Databases Window

4) Click [Add HA Database]. The **Add Housing Agency** Window appears.
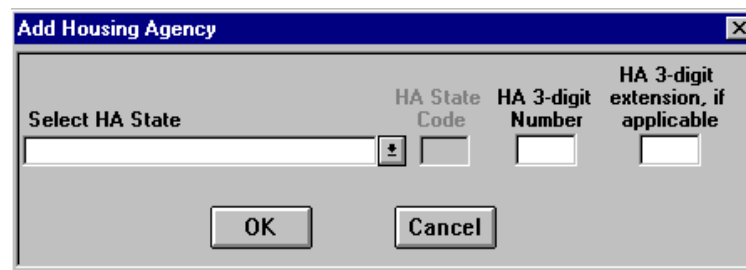
Figure 3: Add Housing Agency Window

5) Enter the

- PHA code
- HA 3-digit extension (if applicable)

Click ☐ **OK** ☐. The **Add Housing Agency** Window closes.

6) FRS 3.0 runs a batch program. FRS 3.0 creates a "Repair and Compact Database" icon for the new database. Close this window. Once the Black DOS box says **Finished**, close the MS DOS window.

7) To add another HA database, repeat steps 4 through 6 until completed.

8) Click ⬜ to close the **Maintain Multiple HA Databases** Window.

3.4 RENAME HA DATABASE

Follow these steps to rename a HA database:

NOTE: You cannot rename an HA database if that HA database is the current working HA database. *To change the working HA database, see 3.6. Change Working HA Database.*

1) Select the **Tools** dropdown menu from the FRS 3.0 Main Menu.

2) Select **Administer Multiple HAs**.

3) Select **Maintain Multiple HA Databases**. The **Maintain Multiple HA Databases** Window appears.

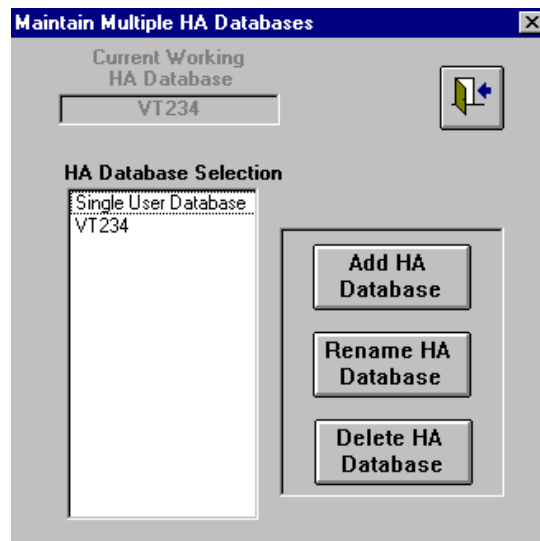
Figure 4: Maintain Multiple HA Databases Window

4) Highlight the HA database you wish to rename in the **HA Database Selection** Window.

5) Click ⬜ **Rename HA Database**. The **Rename Housing Agency** Window appears.
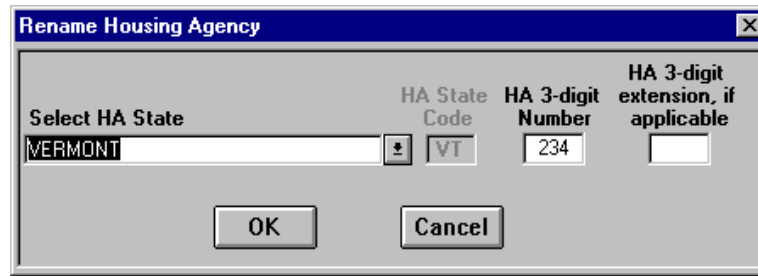
Figure 5: Rename Housing Agency Window

6)   Rename or change the

- HA code
- HA 3-digit extension (if applicable)

Click [**OK**]. The **Rename Housing Agency** Window closes.

7)   To rename another HA database, repeat steps 4 through 6 until completed.

8)   Click [icon] to close the **Maintain Multiple HA Databases** Window.

3.5 DELETE HA DATABASE

Follow these steps to delete an HA database:

NOTE: You cannot delete an HA database if that HA database is the current working HA database. *To change the working HA database, see 3.6. Change Working HA Database.*

WARNING: When you delete an HA database, you will delete all HA and Household data in that HA database. Once you delete an HA database, you cannot recover it.

1)   Select the **Tools** dropdown menu from the FRS 3.0 Main Menu.

2)   Select **Administer Multiple HAs**.

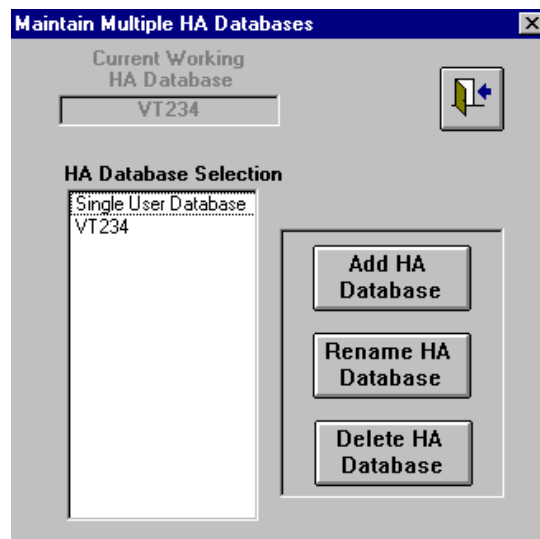3)   Select **Maintain Multiple HA Databases**. The **Maintain Multiple HA Databases** Window appears.

Figure 6: Maintain Multiple HA Databases Window

4) Highlight the HA database you wish to delete in the **HA Database Selection** Window.

5) Click [Delete HA Database].

6) FRS 3.0 will display a dialog box with a warning message. Click [OK] to delete. Click [Cancel] to cancel the delete request and return to the Maintain Multiple HA Databases window.

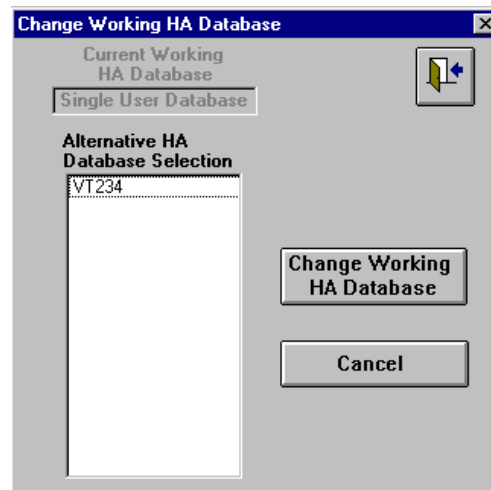7) To delete another HA database, repeat steps 4 through 6 until completed.

8) Click [📂] to close the **Maintain Multiple HA Databases** Window.
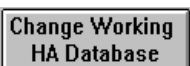

3.6 CHANGE WORKING HA DATABASE

Follow these steps to change the working HA database:

NOTE: Select **Change Working HA Database** to enter and transmit data for another HA. You must add at least one HA database through **Maintain Multiple HA Databases** before you can change your current working HA database.

1) Select the **Tools** dropdown menu from the FRS 3.0 Main Menu.

2) Select **Administer Multiple HAs**.

3) Select **Change Working HA Database**. The **Change Working HA Database** Window appears.

Figure 7: Change Working HA Database Window

4) Highlight the HA database in the **Alternative HA Database Selection** box that you want to make your current working HA database.

5) Click [Change Working HA Database]. The selected HA database is now the current working HA database.

6) Click [📂] to close the **Change Working HA Database** Window.

3.7 CONFIRM WORKING HA DATABASE

Follow these steps to confirm the working HA database:

1) Select the **Tools** dropdown menu from the FRS 3.0 Main Menu.

2) Select **Administer Multiple HAs**.

3) Select **Change Working HA Database**. The **Change Working HA Database** Window appears.
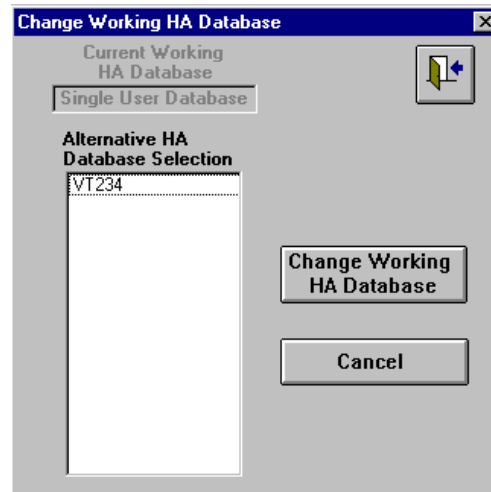

Figure 8: Change Working HA Database Window

4) Verify that the **Current Working HA Database** field in the **Change Working HA Database** Window displays the desired working HA database. *To change the working HA database, see 3.6. Change Working HA Database*.

5) Click [icon] to close the **Change Working HA Database** Window.

3.8 CONVERT FRS 2.1 DATA

Follow these steps to convert FRS 2.1 data:

1) Add HA Database for the PHA whose data is to be converted, see 3.3 . This has to be done for databases other than the Single user database, even if the PHA database was existing in FRS 2.1.

2) Confirm that the current working HA database is set for the HA you wish to convert. *To confirm the current working HA database, see 3.7. Confirm Working HA database.*

3) Convert each HA database before you begin to enter data. For information on how to convert a database, see the FRS 3.0 User Guide at www.hud.gov/pih/systems/mtcs/document.html#frs.

3.9 ENTER DEFAULT VALUES

Follow these steps to enter default values for converted databases:

NOTE: Skip these steps if you entered default values during conversion.

1) Confirm that the current working HA database is set for the HA for which you wish to enter default values. *To confirm the current working HA database, see 3.7. Confirm Working HA database.*

2) Enter default values for the current HA in the **HA <u>C</u>onfiguration** dropdown menu. For information on how to enter data into the HA Configuration dropdown menu, see the FRS 3.0 User Guide at www.hud.gov/pih/systems/mtcs/document.html#frs.

3.10 ENTER NEW HOUSEHOLD DATA

Follow these steps to enter new household data with the Multiple HA function:

1) Click [icon] from the FRS 3.0 Main Menu. The **Confirm Current Working HA Database** Window appears.

> **NOTE:** You must add at least one HA database through **Maintain Multiple HA Databases** before you will see this selection window. Skip to step 4.

[image: Confirm Current Working HA Database window]

Confirm Current Working HA Database

You have chosen to add a new household to the Current Working HA database. Since you administer more than 1 HA database, please select your Current Working HA database from the list below to confirm the HA database you intend to add this new household.

Current Working HA
Database Selection

Single User Database
VT234

Confirmed: I Have
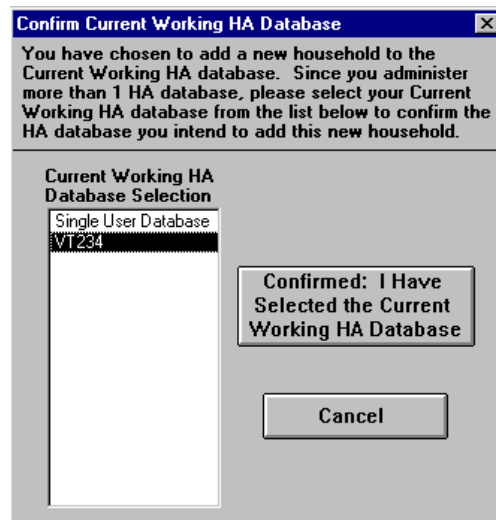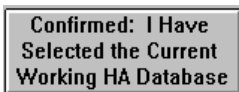Selected the Current
Working HA Database

Cancel

Figure 9: Confirm Current Working HA Database Window

2) Highlight the HA database in the **Current Working HA Database Selection** Window that corresponds to the current working HA database.

3) Click [button: Confirmed: I Have Selected the Current Working HA Database].

> **NOTE:** If the **Current Working HA Database Confirmation Warning!** Window appears, you selected an HA database that is NOT the current working HA database. Click [button: OK]. Please verify and, if necessary, change your current working HA database before you attempt to enter a new household.

> **NOTE:** To enter household data for a different HA than the current working HA database, click [button: Cancel]. *To change the working HA database, see 3.6. Change Working HA Database.*

4) Enter household data. For information on how to enter data for new households, see the FRS 3.0 User Guide at www.hud.gov/pih/systems/mtcs/document.html#frs.

3.11 MAINTAIN HOUSEHOLD DATA

Follow these steps to maintain household data with the Multiple HA function:

1) Click [icon] from the FRS 3.0 Main Menu. The **Head of Household Browser** Window appears.
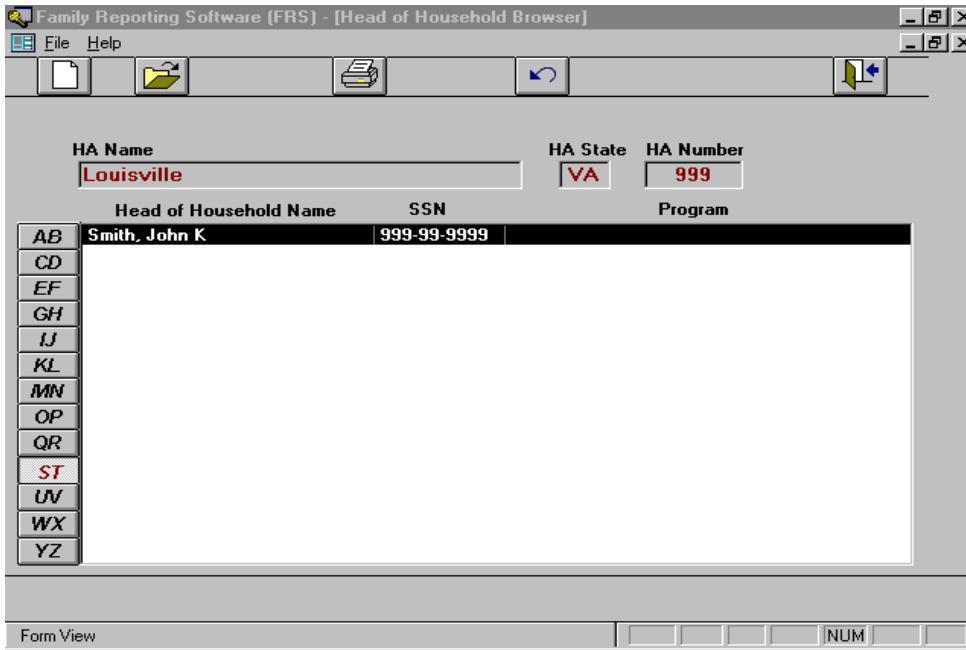

Figure 10: Maintain Household Window

2) Verify the current working HA database is displayed in the **Head of Household** browser. Confirm that the correct HA name and PHA code appear in the **HA Name** and **PHA code** fields.

   NOTE: To enter household data for a different HA than the current working HA database, click [icon] to close the **Head of Household Browser** window. *To change the working HA database, see 3.6. Change Working HA Database.*

3) Maintain household data. For information on how to maintain households, see the FRS 3.0 User Guide at www.hud.gov/pih/systems/mtcs/document.html#frs.

3.12 TRANSMIT DATA TO MTCS

Follow these steps to transmit data to MTCS:

1) Confirm that the current working HA database is set for the HA for which you wish to transmit data. *To confirm the current working HA database, see 3.7. Confirm Working HA database.*

2) Transmit data to MTCS. For more information on how to transmit data to MTCS, see the FRS 3.0 User Guide at www.hud.gov/pih/systems/mtcs/document.html#frs.

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4. BACK UP MULTIPLE HA DATABASES

You should back up your multiple HA databases on a regular basis in accordance with your back up procedures.

4.1 CREATE BACK-UP FROM WINDOWS 3.1

Follow these steps to create a backup from Windows 3.1:

1) Make sure FRS 3.0 is not running or open at the time.

2) From the Program Manager, double click the directory/folder that contains the File Manager (usually the Main directory/folder). Double click the **File Manager icon** to open the File Manager.

3) At the top of the File Manager screen is a horizontal list of all available drives. Click the drive where you installed FRS 3.0 (the default is C:\). A window appears that lists all directories/folders and files contained on that drive.

4) Locate and double click to open the **FRS 3.0 directory/folder** where you installed FRS 3.0 (the default is C:\HUDFRS30\).

5) Select the HA Database files.

- For a database called *Single User Database*, select **FRS3DATA.mdb**
- For other HA databases, select the appropriate ***.mdb** files.

  NOTE: FRS 3.0 stores all multiple HA databases with the same file name format: HA State Code, HA Number, HA Extension (if applicable), followed by the **.mdb** extension.

  <u>Example</u>: For HA VT234, FRS 3.0 stores the HA database as VT234.mdb.

6) From the **File** dropdown menu, select **Copy**. When the copy dialog box opens, enter the location of where to place the backup.

4.2 CREATE BACK-UP FROM WINDOWS 95

Follow these steps to create a backup from Windows 95:

1) Make sure FRS 3.0 is not running or open at the time.

2) From the windows desktop, double click the **My Computer icon**. A window appears that lists all available drives for the personal computer.

3) Double click the drive icon where you installed FRS 3.0 (the default is C:\). A window appears that lists all directories/folders and files contained on that drive.

4) Locate the FRS 3.0 directory/folder where you installed FRS 3.0 (the default is C:\HUDFRS30\). Double click the icon. The FRS 3.0 directory/folder opens.

5) Select the HA Database files.

- For a database called *Single User Database*, select **FRS3DATA.mdb**
- For other HA databases, select the appropriate ***.mdb** files.

  NOTE: FRS 3.0 stores all multiple HA databases with the same file name format: PHA Code, HA Extension (if applicable), followed by the **.mdb** extension.

Example: For HA VT234, FRS stores the HA database as VT234.mdb.

6) From the **Edit** dropdown menu, select **Copy**. Select the directory/folder where you wish to place the backup. From the **Edit** menu, select **Paste**.